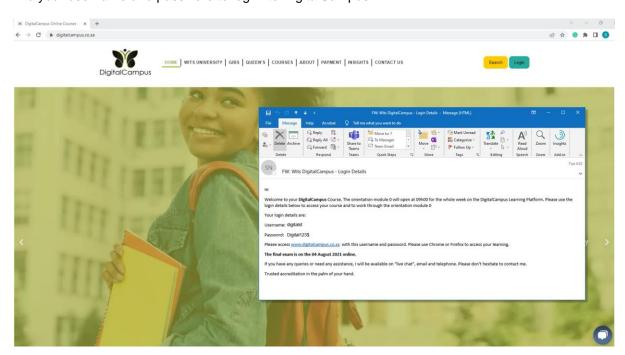


DigitalCampus User Navigation Video

Welcome to DigitalCampus. Let's find out what you need to do to get started.

First, you will need to log in. You will receive an email from your course coordinator where you will find your username and password to log in to DigitalCampus.



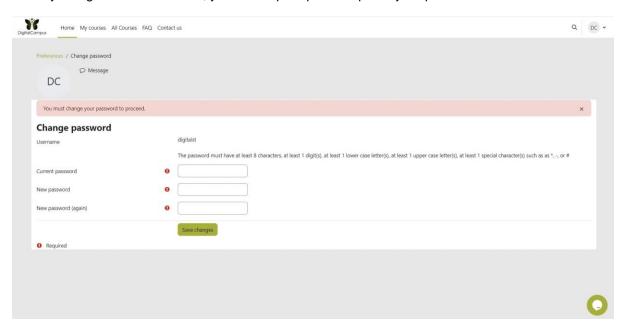
Go to https://digitalcampus.co.za/ and click on LOGIN. Now enter your username and password in the fields provided, and click on Log in.







When you log in for the first time, you will be prompted to update your password.

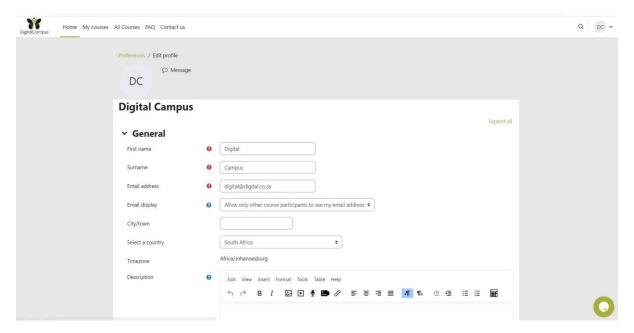


Once you have updated your password, click on Continue.





You will be taken to your Profile. Please check that you name, and email are correct, and complete the required fields – your ID or Passport number, Date of Birth, contact number with the area code.





Required fields Company Region Department **ID** or Passport Number Date of Birth 2023 \$ January Contact Number - Phone number () must have area code e.g. 27 Gender Choose... \$ Race Choose... \$

Please do not include a plus sign or spaces in your mobile phone number.

Your course coordinator will require this information to be able to SMS, email or call you from time to time to send you information, remind you about the due dates for assignments, and communicate with you regarding the final examination PIN (which is sent via SMS).

Also select your gender and race. Then click on Update profile.

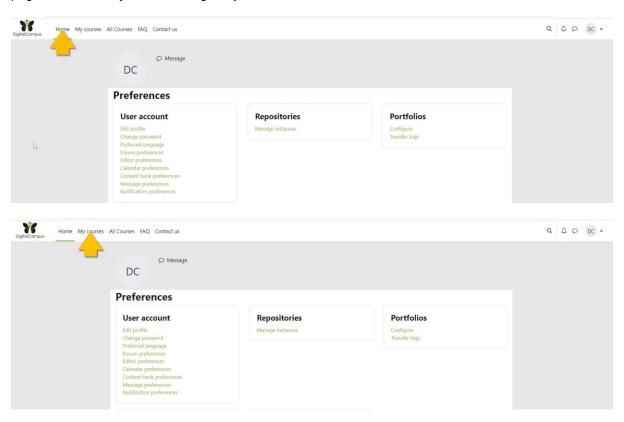
Please note that all information is treated as private and protected according to the Personal Protection of Information Act.

Next, please review our DigitalCampus Terms and Conditions and Plagiarism Policy, then click on **Yes** to accept the Site Policy agreement.



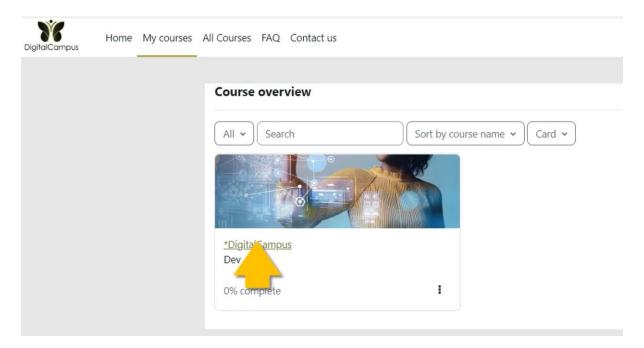


You will be taken to the Preferences page. You can either click on **Home** to go back to the home page or click on **My courses** to go to your course.



Click on the course name.





On the course dashboard, click on **Welcome** to start. Watch the video to meet your course coordinator.





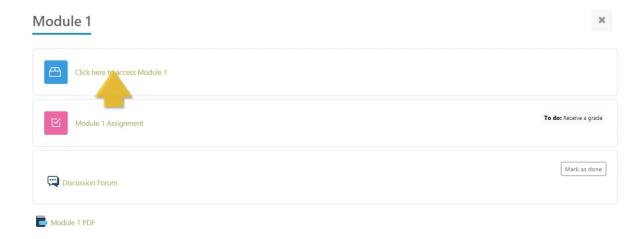
Welcome



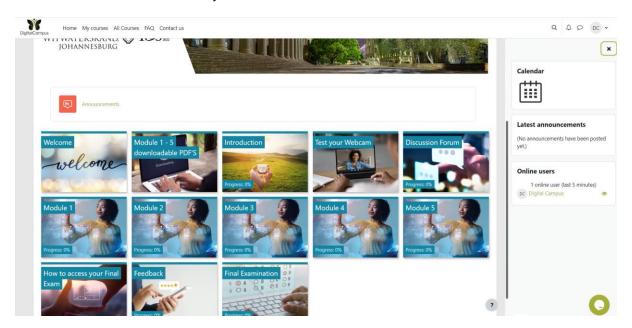
From the course dashboard, you can access each module as they are released.

If you click on Module 1, for example, you can access the module content, which you will work through and complete. Once done with the Module a content, click on the module Assignment to complete it. Every module also has a Discussion Forum. If you click on the link, you will be taken to the discussion forum. Click on Enter Discussion, then click on the relevant module discussion, then Reply to contribute. A PDF copy of the module content is also available. Please note that every module has content, an assignment, discussion form and module PDF, which you will access in the same way as Module 1.



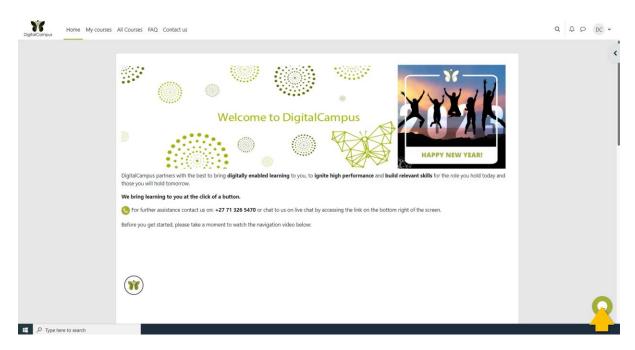


Click on the block drawer to view your calendar or latest announcements.



As you get started on your journey, feel free to reach out to DigitalCampus via our Chat in the bottom right corner.





We hope you enjoy the course.